

Student Occupational Competency Testing Program

RESPONSIBILITIES AND TEST SECURITY

TESTING SITE

Ensures proper training for Testing Coordinators, Proctors and Evaluators
Accepts liability for conduct of school staff and testing personnel
Reports any security violations or suspected security violations to testing agency and PA Department of Education

TESTING COORDINATOR

Before Testing

Serves as school's contact person for all assessment activities
Attends training provided by PA Department of Education
Coordinates and handles assessment ordering
Maintains security of all tests materials before, during and after testing
Assures that school test administration is scheduled within testing window
Confirms receipt of testing materials and notifies PSGA with any discrepancies
Schedules and conducts training sessions for Proctors and Evaluators
Reviews test security policies with school staff, instructors, proctors and evaluators

During Testing

Monitors assessment administration
Ensures all student and test information data is accurately completed on answer sheets or online. This includes: Test ID, Test Title, Student Name and PAsecureID.
Ensures accuracy of all student demographic information
Ensures all online tests have been released to testing agency for scoring
Assures that IEP students are correctly assessed and receives required accommodations
Notifies administrators of any security issues immediately

After Testing

Verifies that all testing materials have been returned
Reports security violations to testing agency and PA Department of Education
Assembles materials for shipping to PSGA
Assembles test answer sheets for shipping to NOCTI
Ensures that all testing materials remain in the school building under security

PROCTORS AND EVALUATORS

Administers testing process consistent with established procedures and policies
Informs students of proper test taking procedures
Discusses test security with students
Monitors students during testing
Returns testing materials to Testing Coordinator
Reports security violations to Testing Coordinator

INSTRUCTOR RESPONSIBILITY

Reviews test blueprints and assists in determination of test
Orders performance assessment supplies/materials

**Instructors are prohibited from being Testing Coordinators
Instructors are prohibited from proctoring and/or evaluating assessments**